

## **INTRA-FACILITY TRANSPORTATION OF BIOLOGICAL MATERIALS**

### **PURPOSE**

It is the policy of the National Cancer Institute - Frederick to ensure that packaging and intra-facility transportation of biological materials is accomplished in a safe manner and in compliance with applicable regulations.

### **PROCEDURE**

This procedure is restricted only to the transportation of biological materials (i.e., blood or other potentially infectious material as defined by OSHA Standard 29 CFR 1910.1030; non-human blood, body fluids, tissue, organs and etiologic agents) within the NCI-Frederick facility located on Fort Detrick in Frederick, Maryland. For information pertaining to the transportation of other hazardous materials or transportation of materials outside of the facility, refer to NCI-Frederick Policy and Procedure #511, "Packaging and Transportation", and Environment, Health and Safety Program (EHS) Safetygram ISM-158, "Safe Handling and Transport of Hazardous Materials".

When transporting biological materials within the facility, it is necessary to use appropriate packaging, containers, labels and handling procedures.

#### **A. Packaging**

##### **1. Primary Receptacle**

Primary receptacles may be of glass, metal or plastic. Positive means of ensuring a leak-proof seal during collection, handling, processing, storage and transport must be provided, such as heat seal, skirted stopper or metal crimp seal, or screw caps.

##### **2. Secondary Packaging**

The primary receptacle shall be placed in an appropriate secondary container. Multiple primary receptacles placed in a single secondary packaging must be wrapped, individually, with an absorbent material, to ensure that contact between them is prevented. The secondary

packaging containing the primary receptacle may then be wrapped in absorbent material prior to placement in the transport container to ensure minimal risk of breakage during transport.

3. Absorbent Material

The absorbent material, for example cotton wool, must be sufficient to absorb the entire contents of all primary receptacles.

4. Transport Containers

The transport container must be sealable, leak proof, and break-resistant (i.e. sealable cans, styrofoam chests, metal, and cardboard, Kool Caddies, or plastic). Transport containers must be marked durably and legibly, on the outside of the package, with the name and telephone number of a person responsible for the material, and with applicable warning labels.

B. Warning Labels

Warning labels shall be affixed to containers used to transport human blood or other potentially infectious materials. Labels that may be used include the standard "BIOHAZARD" symbol, which shall be fluorescent orange or orange-red with lettering and symbols in a contrasting color. Warning labels may also include standard "BLOOD AND BODY FLUID PRECAUTIONS" labels.

Biological specimens from humans or experimental animals infected with human pathogens, which have been subjected to fixation using protocols that have been reviewed and approved by EHS, may be placed in a suitable container and labeled "BIOLOGICAL SPECIMEN". Specimens which have not been fixed shall be labeled with a "BIOHAZARD" symbol.

C. Transportation

Properly packaged biological materials shall be transported by the receiver or other appointed individual. Transportation shall be accomplished in such a way as to minimize any damage to the specimens or containers. Materials may not be left at a receiving area or in an office or laboratory unless a responsible individual takes custody of the material.

D. Exposure Control

In the event of a spill of biological materials in transport, call EHS at x1451. If a potential exposure occurs, notify OHS at x1096.